52 Guidelines for working from remote

5.2.1 Broadband connection: Use broadband connection, void using low speed data card/USB card connections while working from remote. You are recommended to subscribe to high quality and higher bandwidth broadband connection and ensure there is no disruption in the connectivity. Such broadband connection fee will be reimbursed at Rs. 750/- per month per employee. This reimbursement will continue until further notice. If one has availed company provided data card then broadband reimbursement will not be applicable.

5.2.2 UPS backup: Ensure there is UPS backup for your broadband connection and laptop for uninterrupted working.

Please take note, when there is a power outage, it will impact collaboration with your team and customers.

5.2.3 Video for online meeting calls: Recommended to keep the camera on during online meetings or online calls while remote working. It is mandatory to switch on camera while on a call/meeting with customers.